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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 19 JANUARY 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

25X1

1.  Decor: Lounge and reception furniture items were delivered and assembled in the lobby of the Credit Union Building on 16 January. In addition, 138 framed art prints

25X1

were hung throughout the office areas.

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2. Stamp Vending Machines: As a service to Agency employees, the U.S. Postal Service has installed stamp vending machines at the Southwest Entrance of the Headquarters Building and in the reception/waiting area of  Building. Both machines sell books of either six or ten twenty-cent stamps at face value. The larger postal vending area in the Headquarters tunnel will continue to sell a variety of stamps and provide scales for weighing mail. An employee bulletin announcing this new service will be published in the near future.

25X1

3. Water Leak in Headquarters Tunnel Area: GSA has advised that structural damage is probably the cause for the water leak in the Headquarters tunnel area. GSA will arrange for design personnel to survey the area and correct the problem. Meanwhile, GSA will endeavor to maintain the area neatly until the damage is corrected which, according to GSA, may take up to four to five months.

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25X1 4. Water Leak in GJ Corridor of Headquarters: The contract  
for the repair of the water leak in the ceiling of GH Corridor has  
25X1 been awarded but, to date, none of the repair work has yet begun. [redacted]

25X1 5. Lighting Survey [redacted] On 17 January [redacted]  
from Space Maintenance and Facilities Branch accompanied Mr. R.  
Phelps from the GSA Rosslyn Field Office on a lighting survey of  
25X1 recently renovated offices in the [redacted] Apprxoimately  
20 lighting fixtures were identified as having high powered light  
readings and, consequently, they will be turned off/relocated, with  
the costs being charged to the Agency. During the survey,  
Mr. Phelps removed a portable electric heater located near the  
entrance to the building. In addition, he also requested that  
25X1 two heaters located at the FPO post be removed. [redacted]

25X1 6. Somat Overhaul: Somat Corporation has advised that the  
new completion date for overhauling the BF40 system is 31 January.  
The two-week delay is due to the Christmas holidays as well as the  
25X1 illness of several of the Somat technicians. [redacted]  
25X1 [redacted]

III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

25X1 [redacted]  
Chief  
Logistics Services Division

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